

Adding an Incident Report (IR) in DOEHRs-IH

[1] First, find your location (a). Then, expand the + signs to IR as shown (b). Add a new one (c).

You are here: [Home](#) > [Location/Shop Search](#) > Incident Reporting

Work Plan

- Work Basket
- Pending QA
- Master Schedule
- Jobs

Environmental Health

- Location
 - Installation KR, Camp Humphreys, KS208 (a)
- Facilities
- Samples
- Surveys
- POEMS
- Reports
- Lab Import

Incident Reporting

- Location/Shop
 - Installation KR, Camp Humphreys, KS208
 - Incident Reporting
 - Initial Field Account
 - Incident Report (b)
- Reports

Incident Reports

No matching records were found.

Other Actions: -Incident Reporting-

Location: Installation KR, Camp Humphreys, KS208

Report Information

Select	Report ID	Location/Shop	Report Type	Incident Name	Start Date	Close Date	Responsible PO Person	Report Attachment
Page: « Previous Next » (c)								

[2] Use a “Save and Begin Report” to begin. Ignore all other fields.

You are here: [Home](#) > [Master Schedule](#) > Master Schedule - Detail

Master Schedule - Detail - Incident Reporting - Incident Report

* Indicates Required Field

Other Actions: -Master Schedule-

Save Save and Begin Report Cancel

Schedule Information

Location* Installation KR, Camp Humphreys, KS

Task Frequency* One Time

Projected Start Date* 2015/12/22 (yyyy/mm/dd)

Previous Close Date

Projected Due Date (yyyy/mm/dd)

Required by Federal Standard ☐

Comments

Skill Level

Actual Start Date (yyyy/mm/dd)

Close Date

External Due Date (yyyy/mm/dd)

Reason Task not Completed

Status

Regulation Information

Personnel Assignments

Task Resource and Cost Information

Program Office Information

Save Save and Begin Report Cancel

Help Desk Contact Information

[3] Populate the required fields as shown to obtain a DOEHR ID. Ensure the Status is Advanced to 'Ready for QA' **when finished**, and then marked 'Approved by QA' for **final completion**. Who approves the IR will depend on the situation and incident.

Incident Report - For Official Use Only

* Indicates Required Field

Location: Installation US, MD, Aberdeen Proving Ground, 24004
Report ID: 42632

Save Save And Continue Working Save And Copy as Another Report Cancel

General Report Information

Report Start Date/Time* 2015/12/22 (yyyy/mm/dd) 0938 (1500) Status **In Progress**
Report Completion Date/Time (yyyy/mm/dd) (1500) Ready For QA

Preparer Selection
Preparer's Name Preparer's Email
Preparer's Phone Number Preparer's Unit

General Incident Information

Are there any Initial Field Accounts for this incident? * ☐ Yes ☒ No

Incident Name * Incident

CGIR/SigAct Number

Incident Type
☐ Chemical ☐ Biological ☐ Radiological ☐ Nuclear ☐ Explosive ☐ Unknown ☐ Other (Specify)

Incident Type Description

Incident Start Date/Time* 2015/12/01 (yyyy/mm/dd) 1200 (1500)

Incident End Date/Time 2015/12/02 (yyyy/mm/dd) 1600 (1500)

How Incident Occurred
☐ Attack ☐ Accidental Release ☐ Unknown ☐ Other (Specify)

How the incident response was initiated

High-level Description * Bottom line up front

Key units involved with Activity/Operation

Odors noticed
☐ Yes ☐ No ☐ Unknown

Summary of Events (Storyline of events/actions written in timeline format)

[4] Populating the details of the IR may take some time. If there are no Initial Field Accounts, there is no need to associate any. However, the key component is the Potentially Exposed Population (PEP). Adding the PEP may be certain to specific individuals, or a "generic" cohort (e.g. all personnel in Zone 6). The goal of the PEP is to define what this population was exposed to and for how long. You will also be asked to document if there were any **adverse medical effects to anyone in the PEP**. Great care should be used if addressing this and consulting your service specific Public Health Organization is advised.

Associated Initial Field Accounts

There are currently no associated initial field accounts. Please click on the Search for Existing Initial Field Account(s) to Associate button to associate initial field accounts.

Search for Existing Initial Field Account(s) to Associate

Potentially Exposed Populations (PEPs)

There are currently no Potentially Exposed Populations (PEPs); you may add PEPs by clicking on the plus image on the right.

Potentially Exposed Population - For Official Use Only

* Indicates Required Field

Location: Installation US, MD, Aberdeen Proving Ground, 24004

Save Save And Add Another Cancel

General Potentially Exposed Population Information

PEP Name* Colvert Base

PEP Description

Frequency of Exposure

Duration of Exposure

Personnel - For Official Use Only

Type Count Action

Number of PEP Persons 0 / 1000000

Hazards

There are currently no hazards; you may add a hazard by clicking on the plus image on the right.

Hazard Mitigation and Controls

Summarize types and effectiveness of personnel decontamination

Summarize types and effectiveness of equipment decontamination

Controls Used to Minimize Exposure

There are currently no Controls Used to Minimize Exposure; you may add Hazard Mitigation and Controls by clicking on the plus image on the right.

Health Effects

Signs/Symptoms/Effects reported ☐ Yes ☐ No ☐ Unknown

Clinical sampling (e.g. urine, blood) performed for any person in PEP ☐ Yes ☐ No ☐ Unknown

Risk Communication

Risk communication efforts and/or documents used to inform exposed personnel ☐ Yes ☐ No ☐ Unknown

Comments regarding risk communication efforts

Attachments (0)

There are currently no associated attachment files; you may upload attachment files by clicking on the plus image on the right.

[5] Complete the rest of the IR by documenting overarching Risk Communication that was conducted and relevant Points of Contact. If samples or surveys were added to DOEHRs-IH in the EH, IH, or Radiation modules they can be associated via a linkage to the IR. Add as many attached documents as necessary.

Remember to update the Status to 'Ready for QA' and 'Approved by QA when finished'.

Population of Interest - For Official Use Only

The POI is derived from inclusion of those persons currently in the Field Roster(s) of the associated Initial Field Account report(s) and/or Potentially Exposed Population(s) (PEPs).

Type	Count	Action
Persons Added to PEP(s)	0	View/Edit
Persons Currently Not Added to PEP(s)	0	View/Edit

Risk Communication

Risk communication efforts and/or documents used to inform exposed personnel ☐ Yes ☐ No ☐ Unknown

Comments regarding risk communication efforts

Chronological Log of Events Attachments (0)

There are currently no associated attachment files; you may upload attachment files by clicking on the plus image on the right.

Points of Contact

There are currently no Points of Contact; you may add Points of Contact by clicking on the plus image on the right.

Close-out of Incident Reporting Data

Close-out Date (yyyy/mm/dd)

Does the incident indicate need for health assessment to determine possible long term effects and need for follow-on medical surveillance? ☐ Yes ☐ No Explain

Notification Information

Name Unit/Organization

Phone Number Email

Notification Date (yyyy/mm/dd)

Additional Remarks

Follow on Health/Risk Assessment Report/Related Attachments (0)

There are currently no associated attachment files; you may upload attachment files by clicking on the plus image on the right.

Associated Samples/Surveys (0)

Attachments (0)

There are currently no associated attachment files; you may upload attachment files by clicking on the plus image on the right.